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DD/S

59-2401

3 July 1956

MEMORANDUM FOR: Director of Personnel

SUBJECT : Death of Agency Employees

REFERENCE : Regulation [REDACTED] "Employee Emergencies"

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1. The referenced regulation prescribes procedures to be followed in connection with employee emergencies and includes a provision that the Director of Personnel is to be notified immediately of any emergency affecting an Agency employee.

2. One of the most important considerations has to do with the notification of next of kin or emergency addressee in the event of an employee's death. It is essential that such notification be made as soon as possible and, if consistent with security, that the next of kin be advised of the employee's relationship with the Agency. It is therefore requested that you establish a standard operating procedure which will insure that expeditious action is taken, in consultation with all interested Agency components, to determine immediately what should be done in such emergencies, i.e., who should notify the next of kin, are there any security problems involved, etc.

3. When this standard operating procedure is reduced to writing and coordinated with interested components, please submit it for my review and approval as well as that of the Deputy Director of Central Intelligence.

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L. K. WHITE
Deputy Director
(Supper)

DD/S:LKW:ljh

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